



ASX Equity FlexClear™

User Manual



Disclaimer

Whilst the ASX Equity FlexClear™ System User Manual is designed to assist Participants in using the ASX Equity FlexClear™ System, use of this User Manual or the ASX Equity FlexClear™ System will not in itself ensure compliance by Participants with all relevant requirements of the ASX Group Operating Rules. All examples used in the ASX Equity FlexClear™ User Manual are for general illustrative purposes only.

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1 Introduction

1.1 What is ASX Equity FlexClear™?

ASX Equity FlexClear™ is a web based system for the registration of OTC Equity and Index Option trades.

1.2 Who is this User Manual for?

The ASX Equity FlexClear™ User Manual has been written for Participant users of the ASX Equity FlexClear™ system.

Participant users of ASX Equity FlexClear™ include the following:

- Participant Administrator User;
- Participant User.

The ASX Equity FlexClear™ User Manual has screenshots taken from test and or development environments and therefore may not reflect final production GUIs.

1.3 FlexClear™ Hotline

Please call the following number for any FlexClear™ related support queries where you will be directed to the relevant department:

1300 300 289

2 System Setup

To access ASX Equity FlexClear™, you need to have:

- Internet Explorer 8, 9 and 10
- JavaScript enabled browser;
- ActiveX Controls set to 'Enabled';
- Onsite MSI package installed for Windows XP Operating System.

2.1 Participant Administrator User Setup

To create an ASX Equity FlexClear™ Participant Administrator User, you should:

1. Ensure you have an active¹ ASX Online (AOL) profile, otherwise contact: [ASX Customer Service](#);
2. Complete, scan and email the following [form](#) to: [ASX Customer Service](#);
3. Receive Participant Administration User credentials from the [OTC Service Desk](#) by email;
4. Enrol and Download Digital Certificate - [Digital Certificate Procedures](#);
5. Confirm login at the following link: <https://portalselection.connect.asxonline.com/>

2.2 Participant User Setup

To create an ASX Equity FlexClear™ Participant User, you should:

1. Ensure you have an active² ASX Online profile, otherwise contact: [ASX Customer Service](#);
2. Ask your Participant Administrator to create an ASX Equity FlexClear™ Participant User profile and request for an User Digital Certificate - [Administration Functionalities](#);
3. Receive Participant User credentials from your Participant Administrator for ASX Equity FlexClear™;
4. Enrol and Download Digital Certificate - [Digital Certificate Procedures](#);
5. Confirm login at the following link: <https://portalselection.connect.asxonline.com/>

2.3 Accessing ASX Equity FlexClear™

You can access ASX Equity FlexClear™ via the following steps:

1. Open your browser and navigate to <https://portalselection.connect.asxonline.com/>
2. Enter your ASX Online (AOL) login details;
3. Select the [ASX Equity Flex Clear](#) Portal to continue.

¹ Users must login to ASX Online and change their password to activate their account

² As per footnote 1

2.4 Session Timeout

Session timeout and disconnection occurs after 60 minutes of inactivity. You will be informed of this when attempting to perform a function in ASX Equity FlexClear™ and asked to log in again.

Be aware that when your session times out, any unsaved information will be lost.

2.5 Changing your password

Your password expires every 90 days and you will be prompted by the system to enter a new password. When your password has expired, a message is displayed when you next attempt to log on to ASX Equity FlexClear™. You will not be able to log on until you have changed your password.

To change your password, follow the prompts presented to you by the system. Be aware that the following standards apply to your password:

1. Passwords must contain characters from at least three (3) of the following four (4) classes:
 - a) English upper case letters, i.e. A-Z;
 - b) English lower case letters, i.e. a-z;
 - c) Numeric Values, i.e. 0-9;
 - d) Non-alphanumeric special characters of: \$ (dollar sign) or _ (underscore).
2. Passwords may not contain the user name or any part of the user's full name;
3. Passwords must be at least 8 characters long;
4. New passwords must not be the same as the previous password.

3 Administration Functionalities

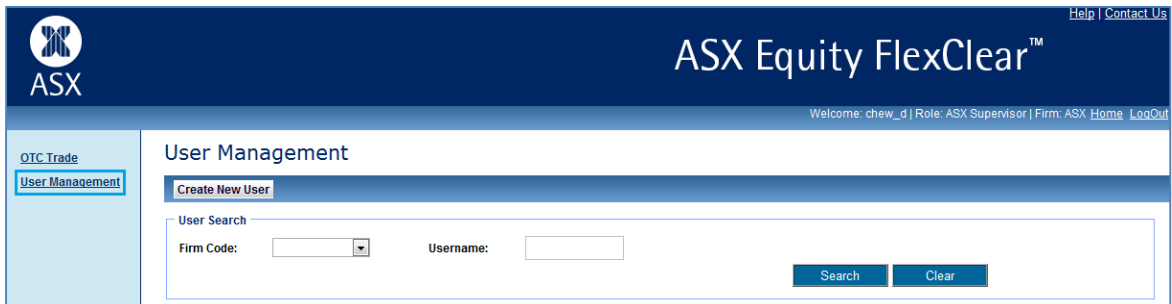
The Administration functionalities of ASX Equity FlexClear™ enable Participant Administrators to:

- Create;
- Edit; and
- Disable.

Participant User accounts.

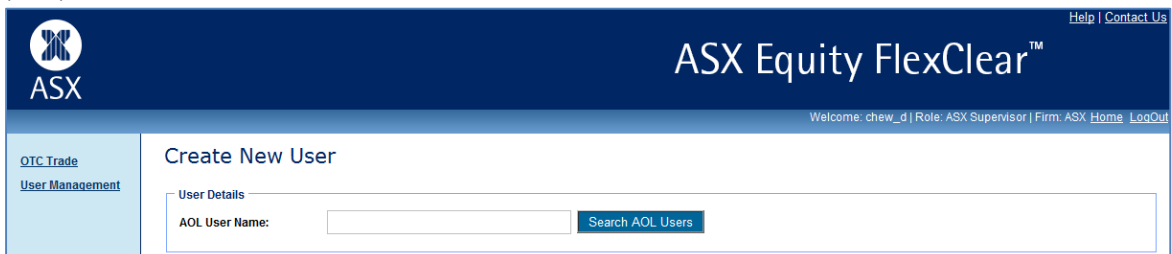
3.1 Create New User

1. Create a new user by first clicking on the 'User Management' link in the navigation panel on the left hand side of the screen. The User Management Search screen will appear as per below:



The screenshot shows the ASX Equity FlexClear™ interface. The top header is dark blue with the ASX logo on the left and the text 'ASX Equity FlexClear™' on the right. Below the header, a light blue navigation panel on the left contains links for 'OTC Trade' and 'User Management'. The main content area is titled 'User Management' and features a 'Create New User' button. Below this is a 'User Search' section with a 'Firm Code' dropdown menu and a 'Username' text input field. To the right of these fields are 'Search' and 'Clear' buttons. The top right corner of the interface includes links for 'Help' and 'Contact Us', and a welcome message: 'Welcome: chew_d | Role: ASX Supervisor | Firm: ASX | Home | LogOut'.

2. Click on the 'Create New User' button;
3. Participant Administrators will be able to search for user names that have already been set up in ASX Online (AOL). AOL user names are case-sensitive;



The screenshot shows the 'Create New User' screen in the ASX Equity FlexClear™ interface. The layout is similar to the previous screen, with the 'User Management' link highlighted in the navigation panel. The main content area is titled 'Create New User' and contains a 'User Details' section. This section has an 'AOL User Name' text input field and a 'Search AOL Users' button. The top header and navigation panel are consistent with the previous screenshot.

4. If a match is found, the following details will be populated:
 - ASX Online User Name;
 - First Name;
 - Last Name;
 - Email Address;
 - Firm Code.
5. Input a relevant Contact Number for the Participant User;
6. Nominate one or more user roles :
 - Submitter;
 - Approver.

Participants have the ability to manage their own Users and User privileges as well as a two eyes / four eyes user authorisation process. Participants User(s) designated as both Submitter and Approver can bypass the validation requirements and send trades directly to ASX.

7. Request a digital certificate on the user's behalf, by checking 'Request Certificate' and click 'Create User' to apply changes. This will send a request to [ASX Customer Service](#) for a VeriSign digital certificate;
8. Click the 'Close' button to end the user creation process.

3.2 User Search

1. Go to the 'User Management' screen;
2. Input the Username;
3. Click 'Search';
4. Results will appear in summary form.

3.3 Edit User

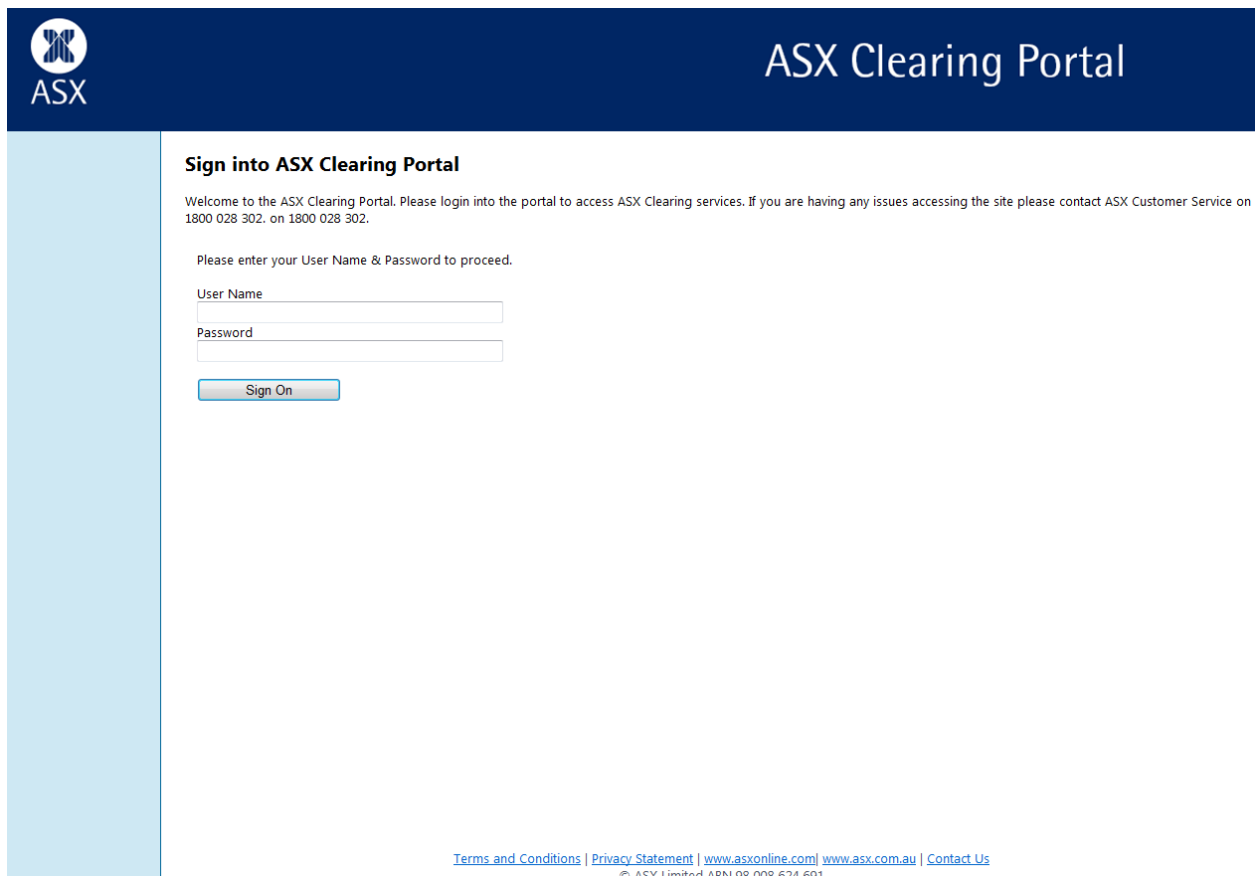
1. Locate the Participant User in question as per User Search;
2. Click on the Participant Client User in the search results;
3. Make the following changes as appropriate:
 - a. Roles – Submitter/Approver;
 - b. Revoke Certificate – Send request to [ASX Customer Service](#).

4 Trading Functionalities

Please refer to the ASX Operating Rules and ASX Clear Operating Rules documents for rules pertaining to reporting Equity and Index OTC trades and the list of products that may be reported via the ASX Equity FlexClear™ facility.

4.1 Signing in to ASX Equity FlexClear™

All Sellers/Buyers and Supervisors must Login.



The screenshot shows the ASX Clearing Portal login interface. At the top, there is a dark blue header with the ASX logo on the left and the text "ASX Clearing Portal" on the right. Below the header, the main content area has a light blue sidebar on the left. The central white area contains the following text:

Sign into ASX Clearing Portal

Welcome to the ASX Clearing Portal. Please login into the portal to access ASX Clearing services. If you are having any issues accessing the site please contact ASX Customer Service on 1800 028 302. on 1800 028 302.

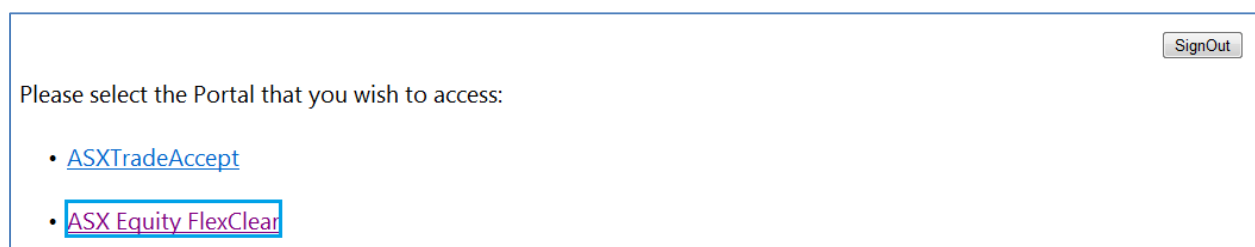
Please enter your User Name & Password to proceed.

User Name

Password

At the bottom of the page, there is a footer with the following links: [Terms and Conditions](#) | [Privacy Statement](#) | [www.asxonline.com](#) | [www.asx.com.au](#) | [Contact Us](#). Below these links is the copyright notice: © ASX Limited ABN 98 008 624 691.

Select the [ASX Equity Flex Clear](#) Portal.



The screenshot shows a selection screen for the ASX portal. In the top right corner, there is a "SignOut" button. The main text says: "Please select the Portal that you wish to access:". Below this text, there is a list of two options:

- [ASXTradeAccept](#)
- [ASX Equity FlexClear](#)

The "ASX Equity FlexClear" option is highlighted with a red rectangular border.


4.2 How to Create, Submit, Approve

Please refer to the ASX Operating Rules and ASX Clear Operating Rules documents in regards to OTC reporting, permitted products and reporting hours.

4.2.1 OTC – Reporting and Cancellation Hours

Event / Action	OTC Equity Options	OTC Index Options
Market Open	10:10am	9:50am
Market Close	4pm	4:30pm
Market Open (short trading day)	10:10am	9:50am
Market Close (short trading day)	2pm	2:30pm
Cancellations allowed	10:10am – 4:30pm	9:50am – 5pm
Cancellation allowed (short trading day)	10:10am – 2:30pm	9:50am – 2:45pm

4.2.2 OTC – Creation (Seller)



ASX Equity FlexClear™
[Help](#) | [Contact Us](#)

Welcome: zhang_1 | Role: ASX Supervisor | Firm: ASX | [Home](#) | [LogOut](#)

[OTC Trade](#)
[User Management](#)
[ASX Admin](#)

OTC Trade : 64 Transaction Details

Quick View
Trade ID: 64
Date Created: 30/09/2014 14:56
Last Modified: 14/10/2014 17:49
Status: SAFPFR

OTC Trade Details

Trade Date: 30/09/2014 Underlying Code: AG1 Underlying Basis Price: 3.000
Side: Sell Firm: 110-CSEA Buy Firm: 108-Morrison
Sell Clearing Member: 2 Sell Customer Reference: 33 Sell Clearing Account:
Buy Clearing Member: 2 Buy Customer Reference: 2 Buy Clearing Account: 222222222

Legs

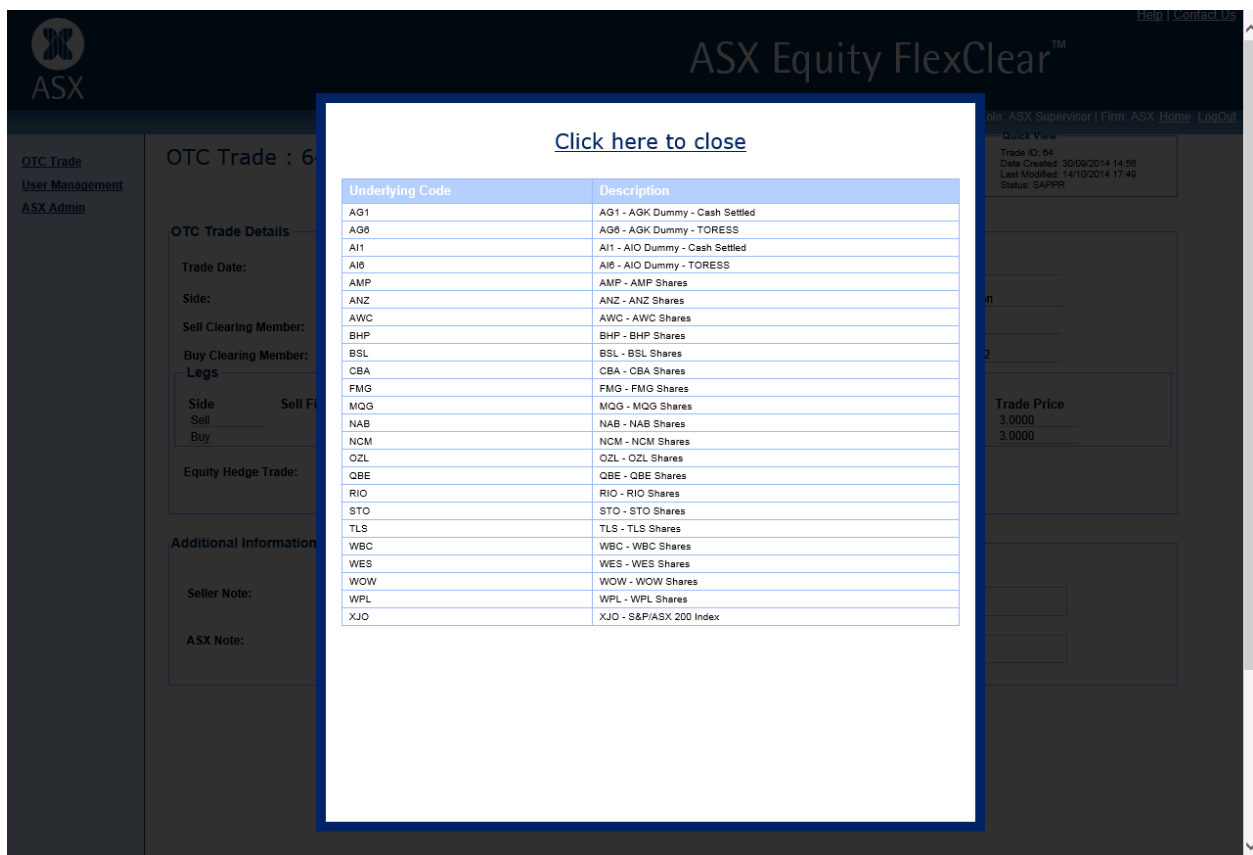
Side	Sell Firm	Buy Firm	Type	Style	Strike Price	Expiry Date	Size	Quantity	Trade Price
Sell			Call	American	2.01	07/10/2014	100	1000	3.0000
Buy			Call	American	2.00	07/10/2014	100	1000	3.0000


Equity Hedge Trade: No [Check LEPO](#)


Additional Information

Seller Note:
ASX Note:

[Reject](#) [Approve](#) [Close](#)



Step	Action	Description	Status
1.	Click <i>OTC Trade</i> hyperlink	Opens the OTC Trade Search page.	N.A.
2.	Click <i>Create new OTC Trade</i> Button	Opens the OTC Trade : Transaction Details page.	N.A.
3.	Enter data in <i>OTC Trade Details</i> section	Enter the following data for the OTC trade: <ul style="list-style-type: none"> Underlying Code: A pop-up window with underlying codes and description appears for selection by clicking on the  button. Underlying Basis Price: Entered in dollars and cents for Equity underlying classes (e.g. \$25.48) and in points for Index underlying classes (e.g. 4358). Only mandatory if Equity Hedge trade is reported as part of the OTC trade. Side: Leave as 'Sell' if Buyer is a different participant or select 'Crossing' if reported OTC trade is a crossing. Sell Firm: If reporter is the seller, defaults to ASX Equity FlexClear™ login. Buy Firm: If reported OTC trade is not a crossing. 	N.A.

Step	Action	Description	Status
		<ul style="list-style-type: none"> • Sell Clearing Member: Select from list of valid Sell Clearing Member. • Sell Customer Reference (not mandatory) • Sell Clearing Account (not mandatory). If no Sell Clearing Account is entered, the trade will be allocated to the default account. • If the reported trade is a crossing, also enter Buy Clearing Member, Buy Customer Reference and Buy Clearing Account. <p>Note: For non-crossing transactions, the seller should enter all details for the buyer to approve.</p>	
4.	Enter data for each option <i>Leg</i>	<p>Up to four legs may be reported by clicking the  button next to the last displayed leg.</p> <p>Enter the following data for each OTC Option leg:</p> <ul style="list-style-type: none"> • Side: 'Sell' or 'Buy' depending on whether you are selling or buying the leg. The first leg has to be 'Sell' because an OTC trade is always initiated by the Seller. If 'Crossing' has been selected in the 'OTC Trade Details' section, the individual legs all have to be crossed. • Type: Call or Put. • Style: American or European. • Strike Price: Entered in dollars and cents for Equity underlying classes (e.g. \$25.40) and in points for Index underlying classes (e.g. 4358). A strike price of \$0.01 signifies that the reported OTC leg is a LEPO. • Expiry Date: Minimum Expiry Date is the next business day (for an OTC trade where the OTC Option contract series does not yet exist) and the Maximum Expiry Date is three years. If an OTC trade is reported for an existing OTC contract series, the expiry date is allowed to be the current day's date. • Size: Defaults to 100 and cannot be amended. • Quantity: Whole numbers between 1 and 2,147,483,647. • Trade Price: Will be specified in Dollars and cents for Equity OTCs and in points for Index OTCs. 	N.A.
5.	Select 'Yes' for <i>Equity Hedge Trade</i> to report the Contingent Equity	<p>Enter the following data for the Contingent Equity Trade::</p> <ul style="list-style-type: none"> • Hedge Trade Side: 'Buy' or 'Sell' depending on whether you are selling or buying the Hedge Trade. If 'Crossing' has been selected in the 'OTC 	N.A.


Step	Action	Description	Status
	Trade in underlying Equity	<p>Trade Details' section, the Hedge Trade also has to be crossed.</p> <ul style="list-style-type: none"> Quantity: Not allowed to exceed the OTC Trade Quantity * Contract Size. The OTC Trade Quantity of the largest leg will be used. Hedge Trade Sell Firm: The Participant ID of the Seller of the contingent leg. Sell Clearing Member: Sell Clearing Member for the Hedge Trade. Sell Customer Reference: Sell Customer Reference for the Hedge Trade (not mandatory). If the reported trade is a crossing, also enter Hedge Trade Buy Firm, Buy Clearing Member and Buy Customer Reference for the Hedge Trade. 	
6.	Enter data in <i>Additional Information</i> section	<p>Enter the following data:</p> <ul style="list-style-type: none"> Seller Note. 	N.A.
7.	Click <i>Save</i> Button	If the trade is not yet ready to be sent to the next person in the workflow, click 'Save'.	DRAFT
	Click <i>Submit</i> Button	Otherwise, if it is necessary for the trade to be approved by a second person in the sell firm, click 'Submit'.	SAPPR
	Click <i>Approve</i> Button	Otherwise, to send the trade directly to the Buyer, or in case of a crossing, directly submit the trade to ASX for processing, click 'Approve'. This option is only available to accounts that have been set up with an 'Approver' role.	WAIT for crossings, otherwise BUYER
	Click <i>Close</i> Button	Leaves the current page and returns to the OTC Trade Search page. All data entered will not be saved.	N.A.

4.2.3 OTC – Approval (Seller)

Step	Action	Description	Status
1.	Click <i>OTC Trade</i> hyperlink	<p>Opens the OTC Trade Search page.</p> <p>By default, OTC trades from the current day will be displayed in descending order according to the ID. If there are more than ten trades for the day, they can be accessed by clicking on the page number in the bottom left hand corner of the 'Search Results' box.</p>	SAPPR
2.	Locate trade	The trade that needs to be approved will be highlighted in grey.	SAPPR

Step	Action	Description	Status
3.	Click <i>Magnifying Glass</i> icon	The 'Trade View' screen will be displayed with details of the trade. This screen is read only. To approve or reject the trade, click on the 'Edit' button.	SAPPR
4.	Click 'Edit' button	The 'Trade Edit' screen will be displayed with the same details of the trade and the following field may be edited: <ul style="list-style-type: none"> • Seller Notes. 	SAPPR
5.	Review	Review the trade details.	SAPPR
6.	Click 'Save' button	If the trade is not yet ready to be sent to the next person in the workflow, click 'Save'.	SAPPR
	Click 'Reject' button	Otherwise, if it is necessary for the trade to be rejected, click on the 'Reject' button. You will be prompted for a rejection reason in a pop-up. Add text in the 'Reject reason' field to explain why the trade is being rejected.	SREJ
	Click 'Approve' button	Otherwise, to send the trade to the buy party for approval, click 'Approve'. In case of a crossing, clicking 'Approve' submits the trade directly to ASX for processing.	WAIT for crossings, otherwise BUYER

4.2.4 OTC – Submit (Buyer)



ASX Equity FlexClear™

Welcome: zhang_t | Role: ASX Supervisor | Firm: ASX
[Home](#)
[LogOut](#)

[OTC Trade](#)
[User Management](#)
[ASX Admin](#)

OTC Trade : 64 Transaction Details

Quick View
Trade ID: 64
Date Created: 30/09/2014 14:56
Last Modified: 14/10/2014 17:49
Status: SAPPR

OTC Trade Details

Trade Date: 30/09/2014 Underlying Code: AG1 Underlying Basis Price: 3.000
Side: Sell Firm: 110-CSEA Buy Firm: 108-Morrison
Sell Clearing Member: 2 Sell Customer Reference: 33 Sell Clearing Account:
Buy Clearing Member: 2 Buy Customer Reference: 2 Buy Clearing Account: 222222222

Legs


Side	Sell Firm	Buy Firm	Type	Style	Strike Price	Expiry Date	Size	Quantity	Trade Price
Sell			Call	American	2.01	07/10/2014	100	1000	3.0000
Buy			Call	American	2.00	07/10/2014	100	1000	3.0000

Equity Hedge Trade: No [Check LEPO](#)

Additional Information

Seller Note:
ASX Note:

[Reject](#) [Approve](#) [Close](#)



ASX Equity FlexClear™

Welcome: zhang_t | Role: ASX Supervisor | Firm: ASX
[Home](#)
[LogOut](#)

[OTC Trade](#)
[User Management](#)
[ASX Admin](#)

OTC Trade : 64 Transaction Details

Quick View
Trade ID: 64
Date Created: 30/09/2014 14:56
Last Modified: 14/10/2014 17:49
Status: SAPPR

OTC Trade Details

Trade Date: Underlying Code: Underlying Basis Price: Buy Firm: Buy Clearing Account:

Legs

Side	Sell Firm	Buy Firm	Type	Style	Strike Price	Expiry Date	Size	Quantity	Trade Price
Sell			Call	American	2.01	07/10/2014	100	1000	3.0000
Buy			Call	American	2.00	07/10/2014	100	1000	3.0000

Equity Hedge Trade: [Check LEPO](#)

Additional Information

Seller Note:
ASX Note:

[Reject](#) [Approve](#) [Close](#)

Click here to close

Underlying Code	Description
AG1	AG1 - AGK Dummy - Cash Settled
AG0	AG0 - AGK Dummy - TORESS
AI1	AI1 - AIO Dummy - Cash Settled
AI0	AI0 - AIO Dummy - TORESS
AMP	AMP - AMP Shares
ANZ	ANZ - ANZ Shares
AWC	AWC - AWC Shares
BHP	BHP - BHP Shares
BSL	BSL - BSL Shares
CBA	CBA - CBA Shares
FMG	FMG - FMG Shares
MOG	MOG - MOG Shares
NAB	NAB - NAB Shares
NCM	NCM - NCM Shares
OZL	OZL - OZL Shares
QBE	QBE - QBE Shares
RIO	RIO - RIO Shares
STO	STO - STO Shares
TLS	TLS - TLS Shares
WBC	WBC - WBC Shares
WES	WES - WES Shares
WOW	WOW - WOW Shares
WPL	WPL - WPL Shares
XJO	XJO - S&P/ASX 200 Index

Step	Action	Description	Status
1.	Click <i>OTC Trade</i> hyperlink	Opens the OTC Trade Search page. By default, OTC trades from the current day will be displayed in descending order according to the ID. If there are more than ten trades for the day, they can be accessed by clicking on the page number in the bottom left hand corner of the 'Search Results' box.	BUYER
2.	Locate trade	The trade that needs to be submitted will be highlighted in grey.	BUYER
3.	Click <i>Magnifying Glass</i> icon	The 'Trade View' screen will be displayed with details of the trade. This screen is read only. To approve or reject the trade, click on the 'Edit' button.	BUYER
4.	Click 'Edit' button	The 'Trade Edit' screen will be displayed with the same details of the trade and the following fields may be edited: <ul style="list-style-type: none"> • Buy Clearing Member; • Buy Customer Reference (not mandatory); • Buy Clearing Account (not mandatory). If no Buy Clearing Account is entered, the trade will be allocated to the default account; • Equity Hedge Trade Clearing Member and Customer Reference, if the OTC trade includes a contingent Equity Hedge Trade, for the side that the Buyer has on the Hedge Trade; • Buyer Notes. 	BUYER
5.	Review	Review the trade details.	BUYER
6	Click 'Save' button	If the trade is not yet ready to be sent to the next person in the workflow, click 'Save'.	BUYER
	Click 'Submit' button	If it is necessary for the trade to be approved by a second person in the buy firm, click 'Submit'.	BAPPR
	Click 'Reject' button	Otherwise, if it is necessary for the trade to be rejected, click on the 'Reject' button. You will be prompted for a rejection reason in a pop-up. Add text in the 'Reject reason' field to explain why the trade is being rejected. To exit from the 'Reject' pop-up without rejecting the trade, click the 'Close' button.	BREJ

Step	Action	Description	Status
	Click 'Approve' button	This sends the trade directly to ASX for validation. This option is only available to accounts that have been set up with an 'Approver' role.	WAIT

4.2.5 OTC – Approve (Buyer)

Step	Action	Description	Status
1.	Click <i>OTC Trade</i> hyperlink	Opens the OTC Trade Search page. By default, OTC trades from the current day will be displayed in descending order according to the ID. If there are more than ten trades for the day, they can be accessed by clicking on the page number in the bottom left hand corner of the 'Search Results' box.	BAPPR
2.	Locate trade	The trade that needs to be submitted will be highlighted in grey.	BAPPR
3.	Click <i>Magnifying Glass</i> icon	The 'Trade View' screen will be displayed with details of the trade. This screen is read only. To approve or reject the trade, click on the 'Edit' button.	BAPPR
4.	Click 'Edit' button	The 'Trade Edit' screen will be displayed with the same details of the trade and the following fields may be edited: <ul style="list-style-type: none"> Buyer Notes. 	BAPPR
5.	Review	Review the trade details.	BAPPR
6.	Click 'Save' button	If the trade is not yet ready to be sent to ASX, click 'Save'.	BAPPR
	Click 'Reject' button	Otherwise, if it is necessary for the trade to be rejected, click on the 'Reject' button. You will be prompted for a rejection reason in a pop-up. Add text in the 'Reject reason' field to explain why the trade is being rejected. To exit from the 'Reject' pop-up without rejecting the trade, click the 'Close' button.	BREJ
	Click 'Approve' button	This sends the trade directly to ASX for validation.	WAIT
7.	View data	Trade is waiting for automatic validation by ASX.	WAIT

Step	Action	Description	Status
		Trade has been successfully approved by ASX.	OK
		Trade has failed validation in the ASX Equity FlexClear™.	AREJ

On a rare occasion it is possible for ASX Equity FlexClear™ to reflect a trade status of “OK” for a contingent equity trade; however due to an ASX Trade system outage the reported equity transaction has not in fact been actioned. Under this type of situation the trading participants who are parties to the trade report will be notified by ASX.

This situation can occur due to an ASX Trade system outage between the time it takes to confirm trade details and the time it takes the system to report the trade. The option/s component of the trade report will be reported into ASX Clear. The Resolution actions for participants are as follows –

- *Cancel the OTC trade using ASX Equity FlexClear™ as described in Section 4.3.*
- *Request that ASX Clearing Operation cancel the OTC trade using ASX Equity FlexClear™.*
- *Take no action – allow only the option leg/s of the trade to remain booked. I.e. no equity leg reported.*

ASX recommends the full cancellation of the original trade if the above situation occurs for audit purposes. If trading participants are happy to proceed with the option legs without the cash equity component then they can re-report the transaction in ASX Equity FlexClear and maintain a true transaction history within the system.

4.3 Trade Cancellation

Same day OTC Trade Cancellation is permitted under the ASX Operating Rules and ASX Clear Operating Rules. Both parties to the trade have to agree and submit the cancellation in ASX Equity FlexClear™.

Where an OTC trade was reported with a contingent Equity Hedge Trade, the Equity Hedge trade needs to be separately cancelled in ASX Trade. That means that an OTC trade cancellation in ASX Equity FlexClear™ will **not** automatically cancel the Equity Hedge Trade that has been automatically reported into ASX Trade. Equity Hedge Trades can be identified in ASX Trade through their 'OC' condition code and the OTC trade slip number in the Buy and Sell Info fields (customer_info_s in the ASX Trade API).

4.3.1 Acceptable OTC Maturity Dates

It should be noted that the allowable maturity for OTC trades is T+2 out to 3 years. Trades will be rejected by the ASX if the maturity dates exceed these parameters. Expiry dates must be a valid trading day. I.e. no holidays or weekends allowed.

4.3.2 OTC Trade – Submit Cancellation (Either Party)

Step	Action	Description	Status
1.	Click <i>OTC Trade</i> hyperlink	Opens the OTC Trade Search page. By default, OTC trades from the current day will be displayed in descending order according to the Id. If there are more than ten trades for the day, they can be accessed by clicking on the page number in the bottom left hand corner of the 'Search Results' box.	
2.	Locate trade	The trade that needs to be submitted will be highlighted in grey.	OK
3.	Click <i>Magnifying Glass</i> icon	The 'Trade View' screen will be displayed with details of the trade. Review the trade details to confirm that it is the trade that requires cancellation.	OK
4.	Click 'Edit' button	The 'Trade Edit' screen will be displayed with the same details of the trade.	OK
5.	Click 'Cancel Trade' button	Enter the trade cancellation reason. For crossed OTC trades, the cancellation is directly sent to ASX for processing.	CANC2 for crossings, otherwise CANC1

4.3.3 OTC Trade – Approve Cancellation (Counterparty)

These steps are to be completed by the party who is approving the trade cancellation that was submitted by the other party.

Step	Action	Description	Status
1.	Click <i>OTC Trade</i> hyperlink	Opens the OTC Trade Search page. By default, OTC trades from the current day will be displayed in descending order according to the Id. If there are more than ten trades for the day, they can be accessed by clicking on the page number in the bottom left hand corner of the 'Search Results' box.	
2.	Locate trade	The trade that needs to be submitted will be highlighted in grey.	CANC1

Step	Action	Description	Status
3.	Click <i>Magnifying Glass</i> icon	The 'Trade View' screen will be displayed with details of the trade. Review the trade details to confirm that it is the trade that requires cancellation.	CANC1
4.	Click 'Approve' button	This approves the cancellation request.	CANC2
	Click 'Reject' button	This rejects the cancellation request.	RCAN
5	View data	Trade has been successfully cancelled in ASX Equity FlexClear™.	CANC
		Trade cancellation has been rejected by ASX.	ARCAN

4.4 “OC” Trade Validation

4.4.1 Session States

Trade Validation will be performed on all Equity and Index OTC trades entered into the ASX Equity FlexClear™ facility. The following Trading Session State (TSS) configuration is required in ASX Trade for the purposes of “OC” Trade Reporting:

Trading Session States (TSS)	Time	Random Interval + secs	OC Allowed by FlexClear™ (DCS)	OC Allowed by ASX Trade for Session	Session State Trade Report Class	MO332 Allowed by ASX Trade (overrides TSS settings)
PRE_OPEN	7:00:00 AM	0	N*	Y	TRC_PRE_OP	Y
OPEN	9:59:45 AM	30	Y	Y	TRC_OPEN	Y
PRE_CSPA	4:00:00 PM	0	N	Y	TRC_PRCSPA	Y
CSPA	4:10:00 PM	60	N	Y	TRC_SS	N
ADJUST	4:12:00 PM	0	Y	Y	TRC_ADJUST	Y
ADJUST_ON	4:42:00 PM	0	N*	Y	TRC_ADJ_ON	Y
PURGE_ORDERS	6:50:00 PM	0	N*	Y	TRC_SS	Y
SYSTEM_MAINTENANCE	6:59:00 PM	0	N*	Y	TRC_SS	N
CLOSE	7:00:00 PM	0	N*	Y	TRC_SS	N
<p>*Note 1: OTC over Equities Market Reporting Time allowed in ASX Equity FlexClear™ is between 10:00am and 4:40pm.</p> <p>Note 2: Half day (short trading day) schedules are configurable in ASX Equity FlexClear™.</p>						

The following Instrument Session State (ISS) configuration is required in ASX Trade for the purposes of “OC” Trade Reporting:

Instrument Session States (ISS)	Time	OC Allowed by FlexClear™ (DCS)	OC Allowed by ASX Trade for Session	Session State Trade Report Class	MO332 Allowed by ASX Trade (overrides TSS settings)
ENQUIRE	Ad hoc	Y	Y	TRC_SS	N
PRE_NR [†]	Ad hoc	N	Y	TRC_SS	Y
REG_HALT	Ad hoc	Y	Y	TRC_PRE_OP	Y
SUSPEND [†]	Ad hoc	N	Y	TRC_SS	Y
TRADING_HALT [†]	Ad hoc	N	Y	TRC_SS	Y
ADJUST (Takeovers) [†]	Ad hoc	Y	N	TRC_ADJUST	Y
[†] Note: Trading suspensions according to ASX Operating Rules/ASIC.					

4.4.2 Status Notes

Where a contingent/hedge (equity) trade has been reported (Condition Code = OC), validation will be performed to validate that the security isn't subject to a Takeover or Buyback period. If so the contingent/hedge (equity) trade will be rejected. This is indicated in ASX Trade where Status Note on Security = NS.

4.4.3 Trade Rejection

Any trades rejected by ASX Equity FlexClear™ due to validation will have a status code of “AREJ” and accompanying message of “Trade rejected by ASX” as defined in Appendix 1 – Status Definitions.

5 FAQ

1. **Once a digital certificate has been requested how long does it take to receive my credentials?**

[ASX Customer Service](#) aims to turnaround digital certificate requests within 24hrs.

2. **What if I enter the wrong password three times in a row?**

You will be locked out of both ASX Equity FlexClear™ and ASX Online. You will need to have your password reset by the Administrators:

- ASX Online Participant System Administrator at your organisation; or
- [ASX Customer Service](#).

3. **If I change my ASX Online password, how long does it take to take effect?**

You will need to wait at least half an hour before you can access ASX Equity FlexClear™.

6 Contacting Support

6.1 ASX Customer Service

Phone: **131 ASX (131 279)**

Email: info@asx.com.au

ASX Customer Service provides primary support for ASX Online users accessing ASX Equity FlexClear™ through ASX Online. Tasks supported include:

- ASX Online password generation issues.
- ASX Online displaying error messages and user cannot continue.
- www.asxonline.com not available under http protocol.
- www.asxonline.com running slowly.
- Cannot connect to www.asxonline.com.
- Administration of Digital Certificates (Request/Revoke).

6.2 OTC Service Desk

OTC Service Desk will be the operational support for participants and comprises of the following groups at the ASX:

- Trading Operations;
- Clearing and Settlement Operations;
- Clearing Risk Quantification.

Trading Operations queries and Operational support of the ASX Equity FlexClear™ System which includes, but is not limited to:

- ASX Equity FlexClear™ system access request;
- ASX Equity FlexClear™ login issues;
- ASX Equity FlexClear™ login displaying error message, cannot continue;
- ASX Equity FlexClear™ site not available under http protocol;
- ASX Equity FlexClear™ site running slowly;
- Cannot connect to ASX Equity FlexClear™;
- User Accounts - Creation, Issues, Activation, etc;
- New Participants - How to, e.g. assistance on how to submit, approve or reject trades on ASX Equity FlexClear™;
- Queries on Contingent Equity leg of the OTC trade;

may be directed to ASX Trading Operations via:

Phone: 1300 655 560

Email: tradingoperations@asx.com.au

Clearing and Settlement Operations queries which includes, but is not limited to:

- OTC Trade position;
- Margining;
- Reporting;
- Day 1 Cancellations;

may be directed to ASX Clearing and Settlement Operations via:

Phone: 1800 240 033

Email: deriv.clearing@asx.com.au

7 Appendices

7.1 Appendix 1 – Status Definitions

7.1.1 Trade 'Status' Definitions

Status Code	Description
DRAFT	<p>Saved by the Sell party.</p> <p>Once a trade has been saved as DRAFT, the 'Side' cannot be changed, i.e. a trade saved as a 'Crossing' cannot be changed to have a different Buy Participant and a trade saved with different Sell/Buy Participants cannot be changed to be a Crossing.</p> <p>A trade saved as DRAFT can be viewed by the Buy Participant even though it has not yet been submitted to the Buy Participant for approval.</p>
SAPPR	Waiting for second level Sell party approval. *
SREJ	Trade has been rejected by second level Sell party approver. *
BUYER	Waiting for Buy party approval once the Sell party has submitted the trade.
BAPPR	Waiting for second level Buy party approval. *
BREJ	Trade has been rejected by Buy party (either first or second level Buy party approver).
WAIT	Pending for automated validation.
AREJ	Trade rejected by ASX.
ASXBY	Pending manual validation by ASX.
OK	Trade approved and registered by ASX.

*Participants have the ability to manage their own Users and User privileges as well as a two eyes / four eyes user authorisation process. Participants User(s) designated as both Submitter and Approver can bypass the validation requirements and send trades directly to OTC Service Desk.

7.1.2 Cancellation 'Status' Definitions

Status Code	Description
CANC1	Trade cancellation requested and awaiting approval from the other party.
RCANC	Trade cancellation rejected by counterparty.
CANC2	Trade cancellation requested and awaiting approval from ASX.
ARCAN	Trade cancellation rejected by ASX.
CANC	Trade cancellation approved by ASX and trade cancelled. **

** Contingent Equity Hedge Trades have to be cancelled in ASX Trade. This means that an OTC trade cancellation in ASX Equity FlexClear™ will not automatically cancel the Equity Hedge Trade that has been automatically reported into ASX Trade. Equity Hedge Trades can be identified in ASX Trade through their 'OC' condition code and the OTC trade slip number in the Buy and Sell Info fields (customer_info_s in the ASX Trade API).

7.2 Appendix 2 – Digital Certificate Procedure

To obtain a digital certificate, a Participant Administrator user must first create the user in ASX Equity FlexClear™.

After the ASX Online Help Desk has pre-registered the certificate, the user will receive an email with details on how to enrol. The email will be sent to the email address that has been registered in ASX Online.

Refer to the Client Side Digital Certificates User Enrolment Guide for further information. This can be found at [ASX Online](#).

7.3 Appendix 3 - Troubleshooting

7.3.1 Browser-related Issues

7.3.1.1 This website only supports Internet Explorer 6, 7 and 8 Issue

Why do I get the error message, 'This website only supports Internet Explorer 6, 7 and 8. Please check your browser'?

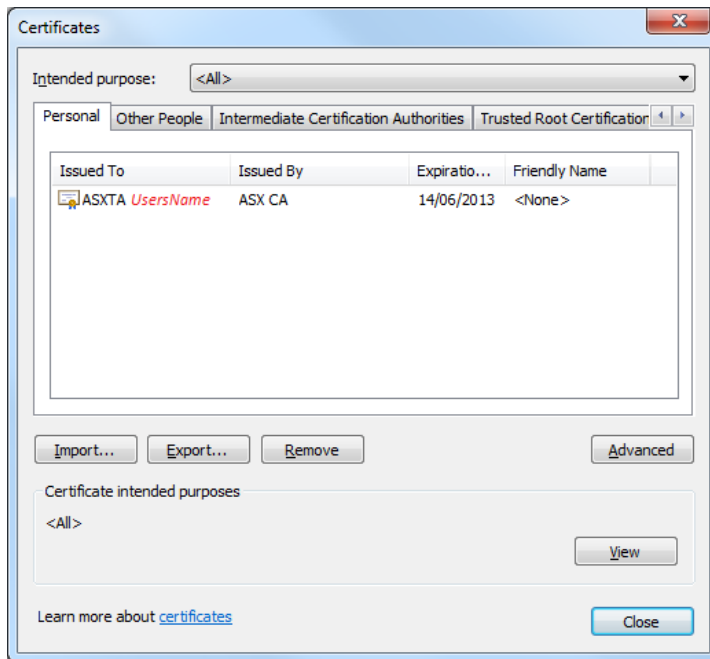
The application will automatically check your browser for compatibility. You will need to try a different browser version if you try to access the site and get this message.

Please note that the current implementation does not support Internet Explorer 9.

7.3.1.2 HTTP 403 Forbidden Issue

Why do I get the error message, 'HTTP 403 Forbidden'?

This can happen if there is not a valid digital certificate stored on the computer. You can check your certificate in Internet Explorer by going to Tools-> Internet Options -> Content -> Certificates>Personal. The certificate issued should match your login name:

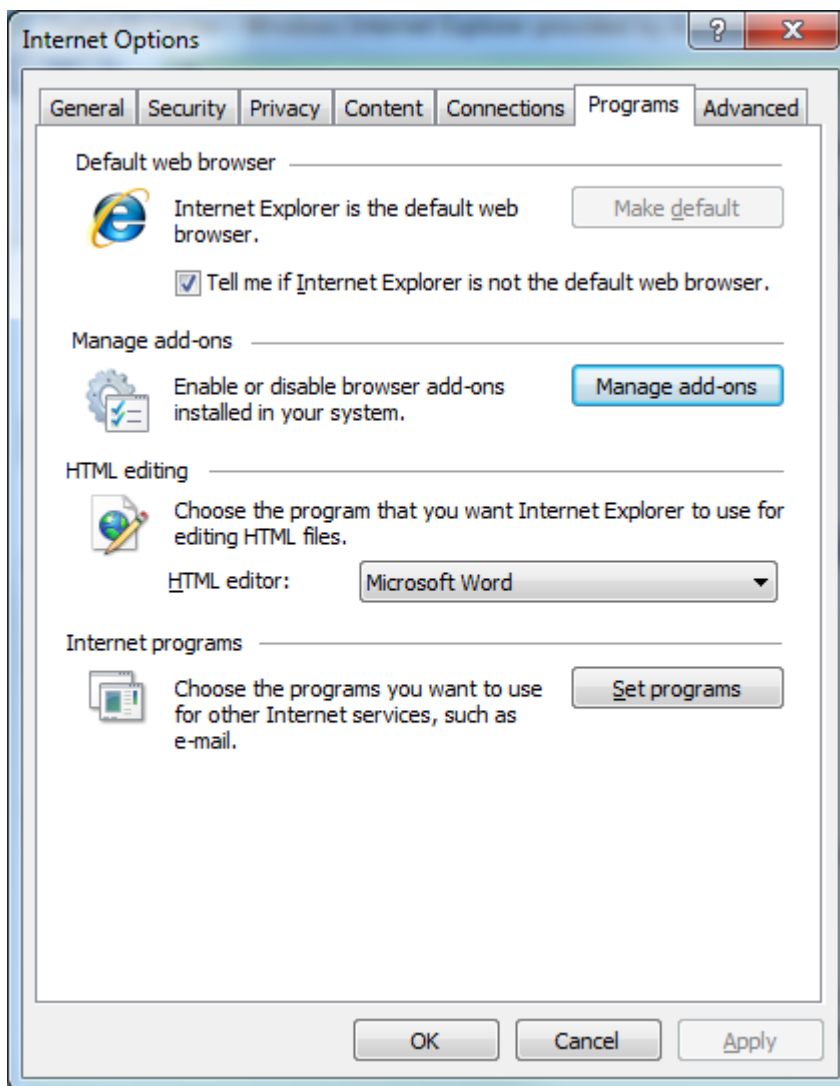


7.3.1.3 JavaScript Issue

Why do I get the error message - 'JavaScript must be enabled to use this site. Please enable JavaScript in your browser and try again'?

The application checks to see if JavaScript is enabled before it renders the pages in full. If JavaScript is not enabled, you will not be able to enter any data.

It should be possible to enable JavaScript through the Internet Options>Programs>Manage add-ons>Toolbars and Extensions section of your browser. Consult Internet Explorer Help for more information on how to do this for your browser version.



It might be necessary to shut down all instances of Internet Explorer before changes take effect.

7.3.2 Digital Certificate Issues

Most problems and errors relating to digital certificates are encountered during enrolment, downloading, installation, importing and exporting. If several key pieces of information are known and precautions taken, most of the problems and errors outlined in this document can be prevented.

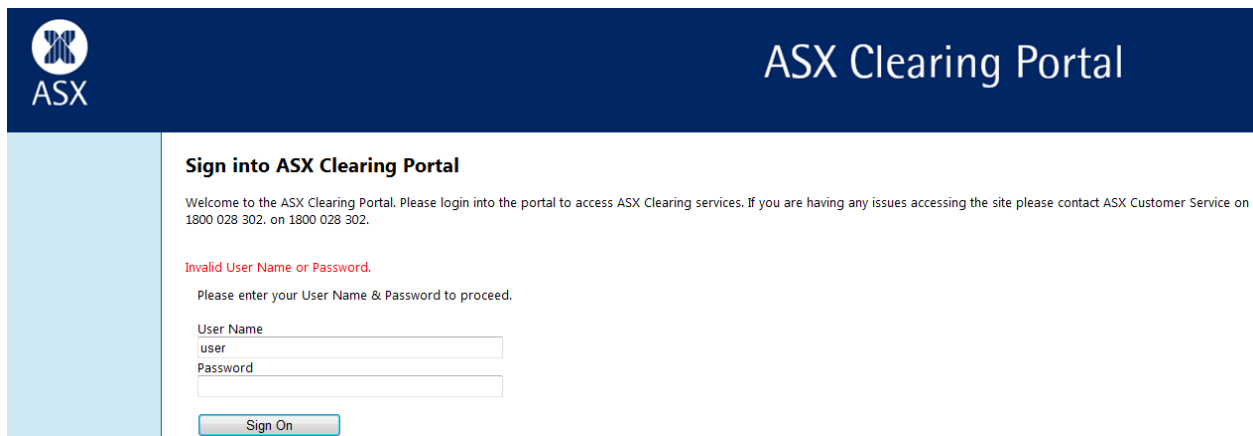
Refer to the Client Side Digital Certificates User Enrolment Guide for further information. This can be found at [ASX Online](#).

7.3.3 ASX Equity FlexClear™ User Issues

If there is an issue related to the ASX Equity FlexClear™ login, then the digital certificate authentication is not triggered. For example, in cases such as:

- A disabled user/firm;
- An incorrect username/password.

In such cases, ASX Equity FlexClear™ will prevent login and display an error message. Only when the issue has been resolved will the authentication of the digital signature be checked.



The screenshot shows the ASX Clearing Portal login interface. At the top left is the ASX logo. The header on the right says "ASX Clearing Portal". The main content area is titled "Sign into ASX Clearing Portal". Below the title, a welcome message states: "Welcome to the ASX Clearing Portal. Please login into the portal to access ASX Clearing services. If you are having any issues accessing the site please contact ASX Customer Service on 1800 028 302. on 1800 028 302." Below this, a red error message reads: "Invalid User Name or Password." followed by the instruction: "Please enter your User Name & Password to proceed." There are two input fields: "User Name" with the text "user" entered, and "Password" which is empty. A "Sign On" button is located at the bottom of the form.

7.3.4 Trade Input Issues

Issue

Browser 'Back' button does not work.

Solution

Like certain online banking applications, ASX Equity FlexClear™ does **not** support use of the 'Back' button in order to prevent trades being entered twice.

Depending on the location of the site, the following behaviour might be observed:

- Unexpected page expiry;
- Unexpectedly reloading the current page instead of going to the previous page.

Since the trade input workflow allows for trades to be edited, saved, cancelled or rejected, it shall not be necessary to use the 'Back' button at any time.

Issue

Opening the application in two different browser windows logs onto the same session

Solution

In certain browsers, such as IE 8, it is only possible to run a single session at a time on a single machine. That means that if two browser windows are opened and the user logs off in the second window and logs on again under a different username, the original window will assume the new username.

Older browsers such as IE 6 and IE7 allow separate sessions to run in separate windows. This means that you can log into two windows using different usernames. However, we do not recommend this practice as it can be confusing and prone to error.

Issue

Can I submit a trade on a public holiday?

Solution

The system will not accept trades for days that are holidays in the ASX Trading Calendar.

Issue

I have been editing or viewing a trade and then encounter a message saying 'Error: Access Denied' when I submit changes.

Solution

This error may be encountered when the user's access is modified whilst using the system. Please try to log in again and contact your Participant Administrator User if this is not successful.